

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5298 (6-04)	COAST GUARD EXCHANGE SYSTEM & MWR ACTIVITY/INDIVIDUAL DAILY RECONCILIATION	DATE _____																																																																																																																																		
<div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 5px;"> <div style="width: 15%;"> <input type="checkbox"/> REGISTER SUMMARY <input type="checkbox"/> ACTIVITY SUMMARY </div> <div style="width: 45%;"> SALES PERSON NAME _____ DEPT./LOCATION _____ </div> <div style="width: 40%;"> REGISTER NO. _____ ACTIVITY ID _____ </div> </div>																																																																																																																																				
SALES BREAKOUT																																																																																																																																				
DEPT. NO.	1 REGISTER	2 REGISTER	3 REGISTER	4 REGISTER	5 REGISTER	6 REGISTER	INDIVIDUAL OR TOTAL ACTIVITY																																																																																																																													
TOTAL																																																																																																																																				
CASH/SALES RECONCILIATION																																																																																																																																				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Cash balance, beginning of day</td> <td style="width: 30%; border-bottom: 1px solid black;">-----</td> <td style="width: 10%;"></td> <td style="width: 10%; border-bottom: 1px solid black;">_____</td> <td style="width: 10%;"></td> </tr> <tr> <td>Add:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Cash Sales</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td> Check Sales</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td> Credit Sales</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td> Layaway Sales-gross</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td> Coupons</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td> Stamps</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td>Less</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Refunds/Returns</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">()</td> <td></td> </tr> <tr> <td> Voids</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">()</td> <td></td> </tr> <tr> <td> Overrings</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">()</td> <td></td> </tr> <tr> <td>Total Sales, agrees with above</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">+</td> </tr> <tr> <td> Total Sales plus beginning cash</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Less</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Portion of layaway sales not paid</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">()</td> <td></td> </tr> <tr> <td> Payouts</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">()</td> <td></td> </tr> <tr> <td>Plus</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Payments on prior layaways</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td> Other cash receipts</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td></td> </tr> <tr> <td>Total Adjustments to sales</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">+</td> </tr> <tr> <td>Cash Balance before adjustment</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">+</td> </tr> <tr> <td>Cash Over or Short</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Cash on Hand for next day</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Amount deposited/turned in</td> <td style="border-bottom: 1px solid black;">-----</td> <td></td> <td style="border-bottom: 1px solid black;">_____</td> <td style="text-align: center;">-</td> </tr> </table>								Cash balance, beginning of day	-----		_____		Add:					Cash Sales	-----		_____		Check Sales	-----		_____		Credit Sales	-----		_____		Layaway Sales-gross	-----		_____		Coupons	-----		_____		Stamps	-----		_____		Less					Refunds/Returns	-----		()		Voids	-----		()		Overrings	-----		()		Total Sales, agrees with above	-----		_____	+	Total Sales plus beginning cash	-----		_____	-	Less					Portion of layaway sales not paid	-----		()		Payouts	-----		()		Plus					Payments on prior layaways	-----		_____		Other cash receipts	-----		_____		Total Adjustments to sales	-----		_____	+	Cash Balance before adjustment	-----		_____	+	Cash Over or Short	-----		_____	-	Cash on Hand for next day	-----		_____	-	Amount deposited/turned in	-----		_____	-
Cash balance, beginning of day	-----		_____																																																																																																																																	
Add:																																																																																																																																				
Cash Sales	-----		_____																																																																																																																																	
Check Sales	-----		_____																																																																																																																																	
Credit Sales	-----		_____																																																																																																																																	
Layaway Sales-gross	-----		_____																																																																																																																																	
Coupons	-----		_____																																																																																																																																	
Stamps	-----		_____																																																																																																																																	
Less																																																																																																																																				
Refunds/Returns	-----		()																																																																																																																																	
Voids	-----		()																																																																																																																																	
Overrings	-----		()																																																																																																																																	
Total Sales, agrees with above	-----		_____	+																																																																																																																																
Total Sales plus beginning cash	-----		_____	-																																																																																																																																
Less																																																																																																																																				
Portion of layaway sales not paid	-----		()																																																																																																																																	
Payouts	-----		()																																																																																																																																	
Plus																																																																																																																																				
Payments on prior layaways	-----		_____																																																																																																																																	
Other cash receipts	-----		_____																																																																																																																																	
Total Adjustments to sales	-----		_____	+																																																																																																																																
Cash Balance before adjustment	-----		_____	+																																																																																																																																
Cash Over or Short	-----		_____	-																																																																																																																																
Cash on Hand for next day	-----		_____	-																																																																																																																																
Amount deposited/turned in	-----		_____	-																																																																																																																																
ACTIVITY SUMMARY																																																																																																																																				
DAY	DAY OF WEEK	WEATHER	SPECIAL CONDITIONS																																																																																																																																	
REMARKS																																																																																																																																				
OPERATOR SIGNATURE		SUPERVISORS SIGNATURE		AUDITOR		INITIALS																																																																																																																														